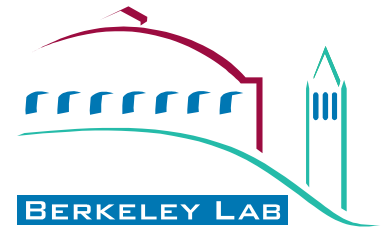# How do I Managing Requisitions in ePro?
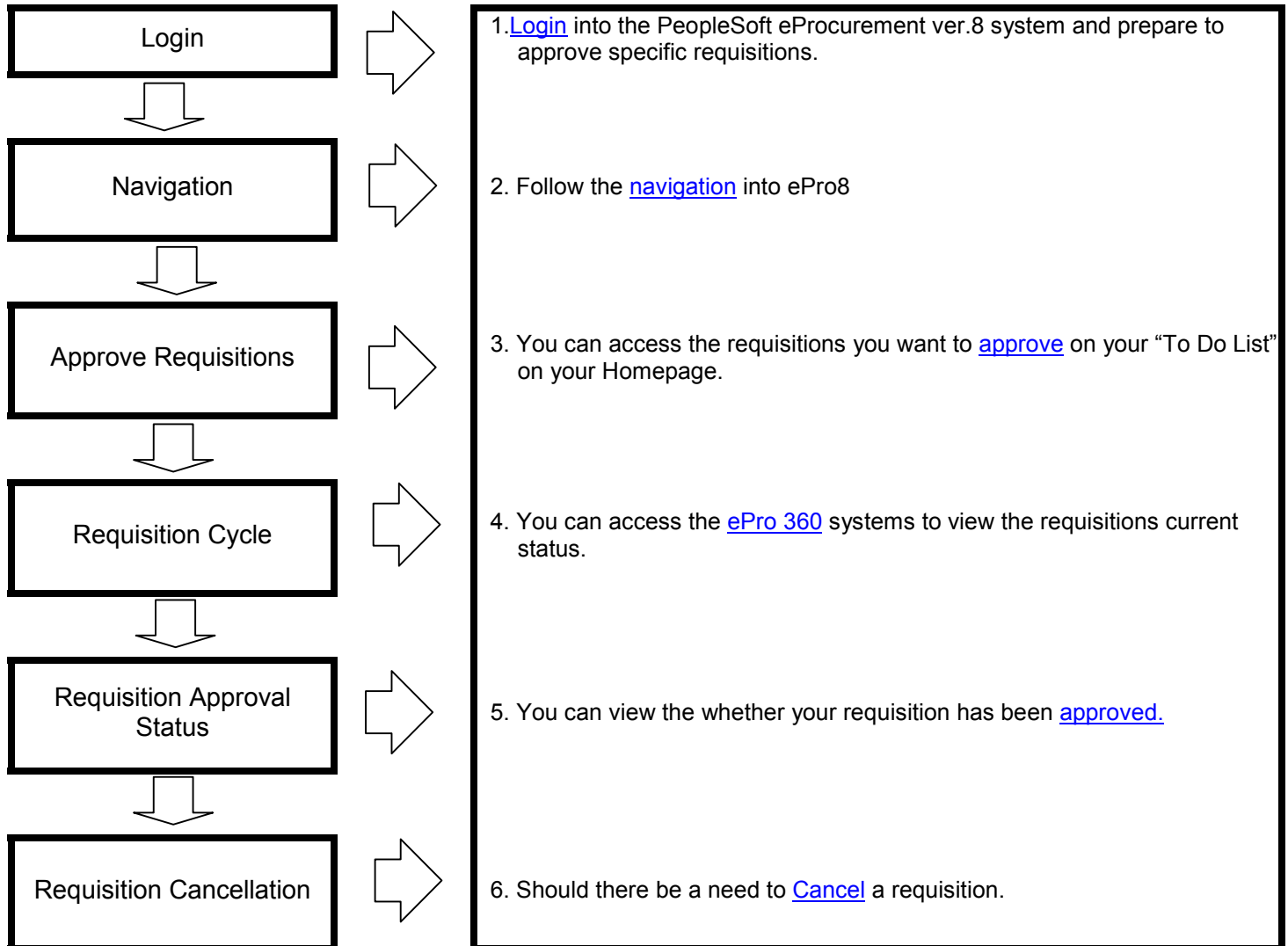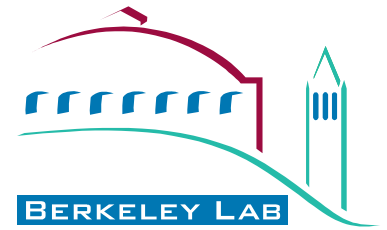
The document will show ePro users how to manage the requisitions and requisition system.

| Login		1. Login into the PeopleSoft eProcurement ver.8 system and prepare to approve specific requisitions.
Navigation		2. Follow the navigation into ePro8
Approve Requisitions		3. You can access the requisitions you want to approve on your "To Do List" on your Homepage.
Requisition Cycle		4. You can access the ePro 360 systems to view the requisitions current status.
Requisition Approval Status		5. You can view the whether your requisition has been approved.
Requisition Cancellation		6. Should there be a need to Cancel a requisition.

How do I Managing Requisitions in ePro?

Step 1: Login

❖ Launch Internet Explorer (IE)

    o Log into eProcurement 8 via the link of **epro/EPROTRN**

    o ***Note:** If your workstation is not set up with Internet Explorer contact the Help Desk (4357).*

➢ Enter the login name as directed by instructor (UPPERCASE only)

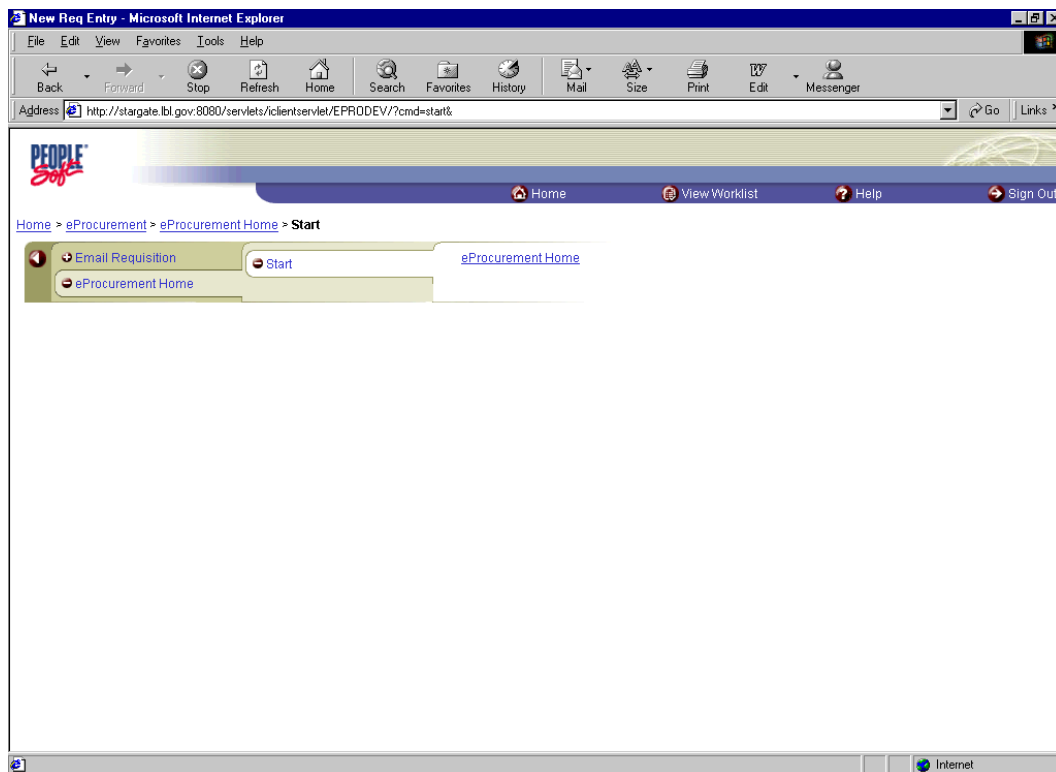➢ Password is the same as Login (UPPERCASE only)
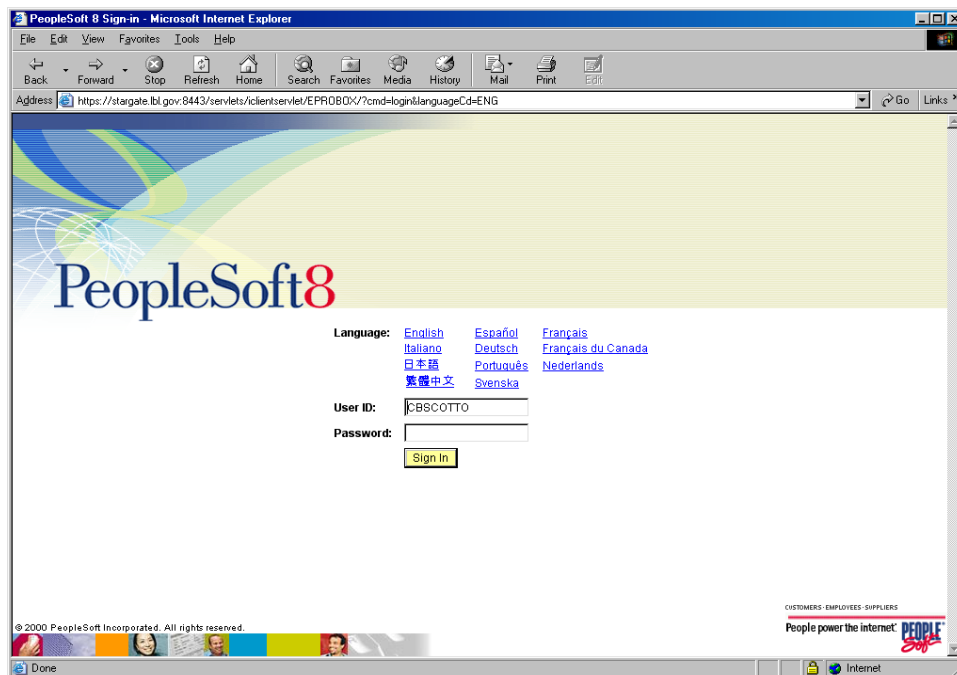
How do I Managing Requisitions in ePro?

Step 2: Navigation
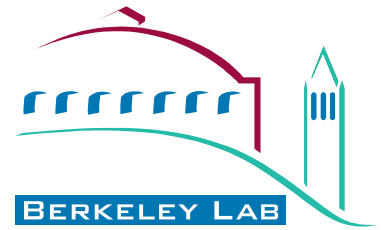
⇨ eProcurement

⇨ eProcurement Home

⇨ Start

⇨ eProcurement Home

Step 3: Select Function

➢ Manage Requisitions
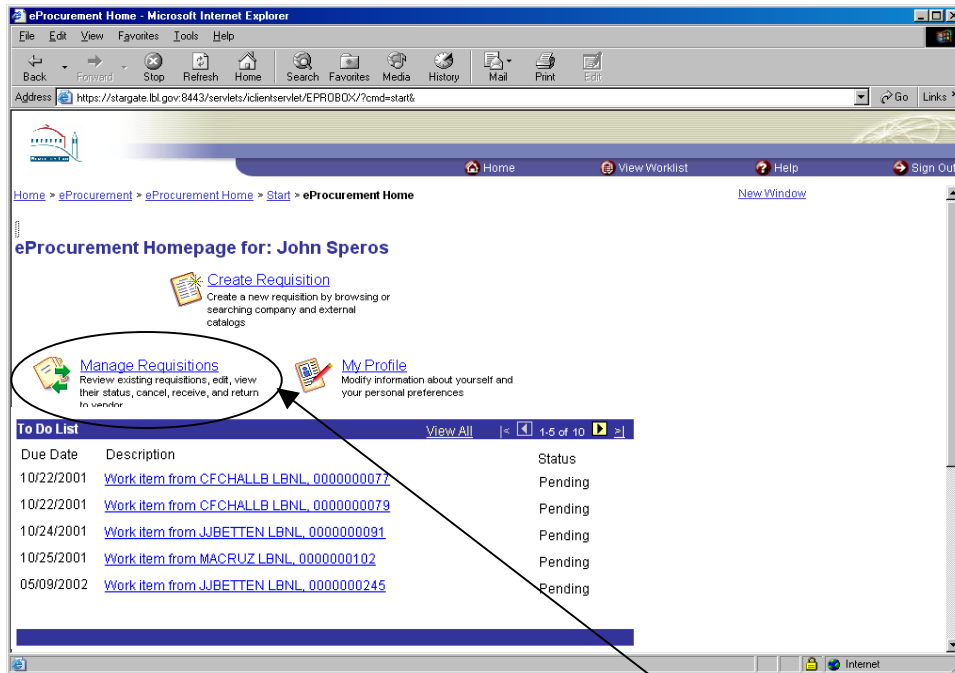
Click on the Manage Requisitions link and access the panel.

How do I Managing Requisitions in ePro?

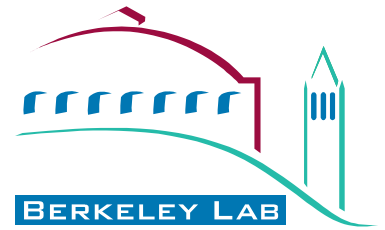Within the Manage Requisitions panel you will be able to view the Status of a Requisition via the 360 system, Cancel a Requisition, and Edit a Requisition.
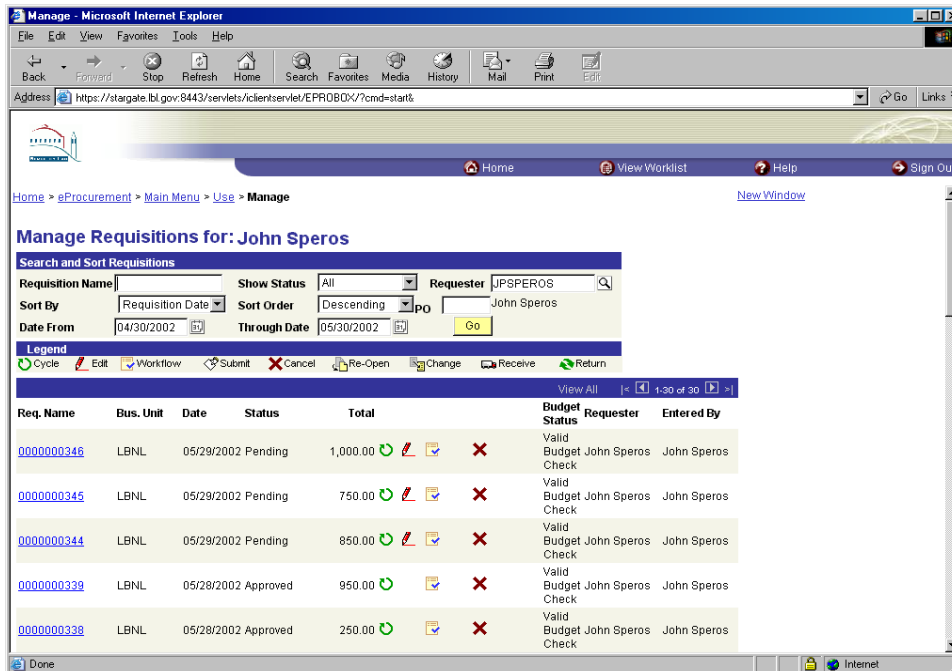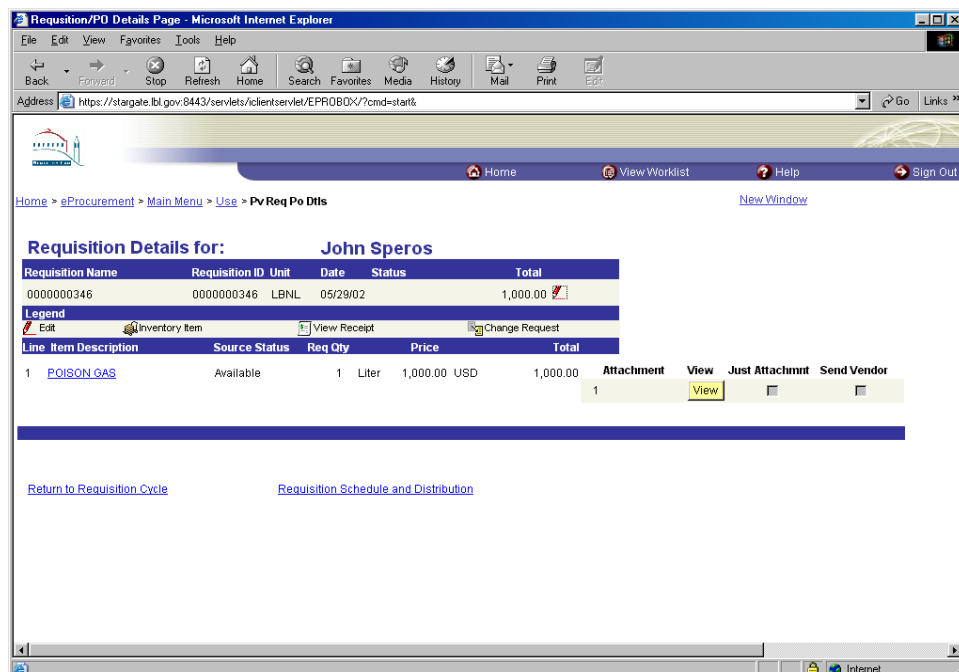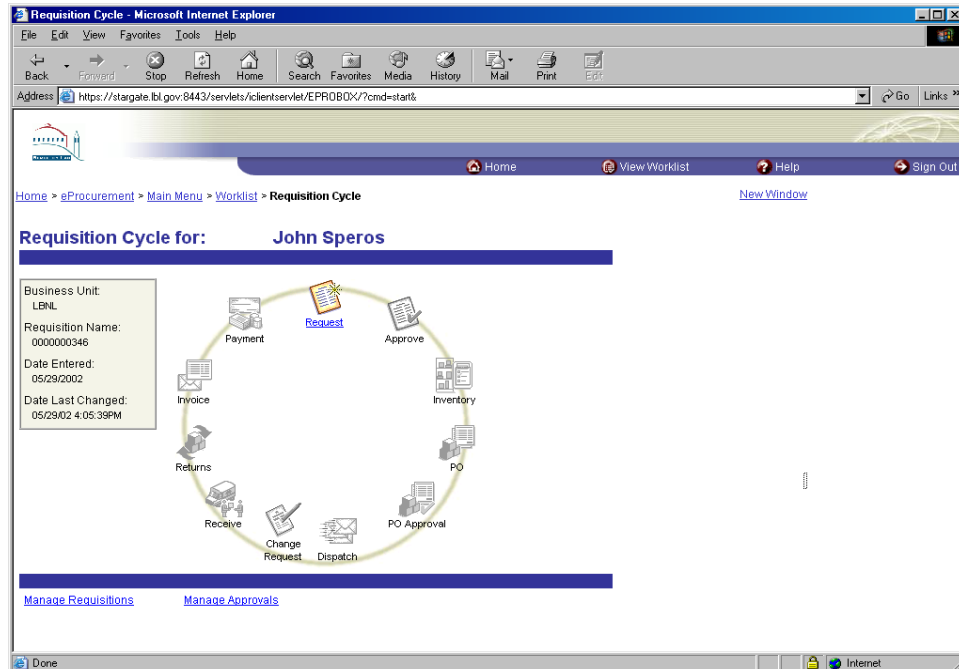

	↻	The Requisition Cycle shows the current status of the requisition.
	✐	You can edit various parts of your requisition including defaults, line, and distributions.
	📋	You can view the requisitions current approval status
	✗	You can Cancel this requisition.
	📄	You can Re-Open a Requisition

Step 4:   Requisition Cycle

Within the system you can access the Requisition Cycle to view the status of your requisition. By selecting the activated icon you will open a panel showing the details of your requisition.
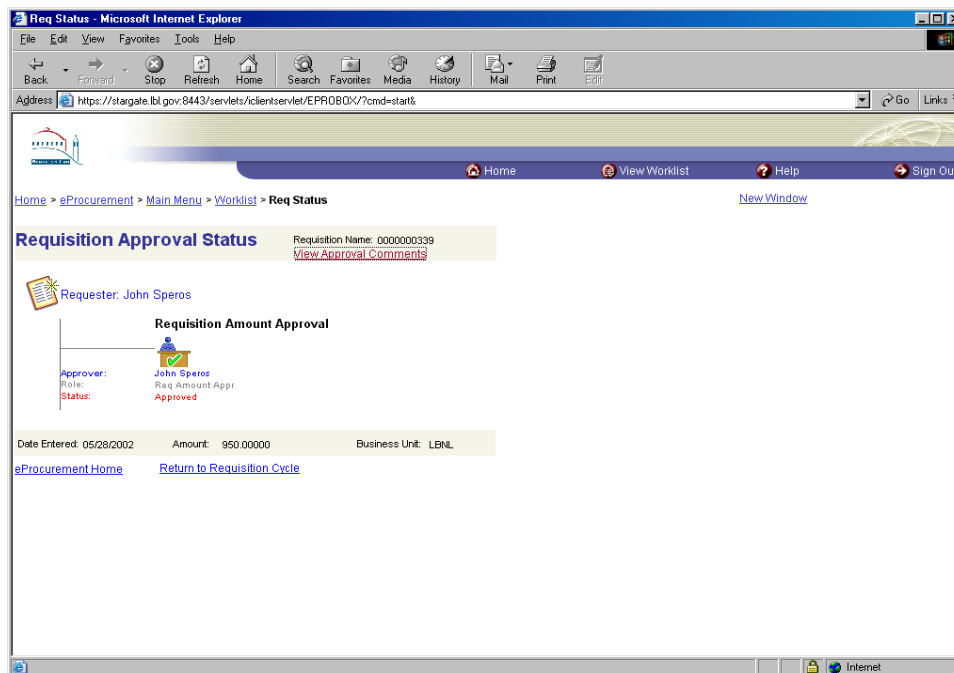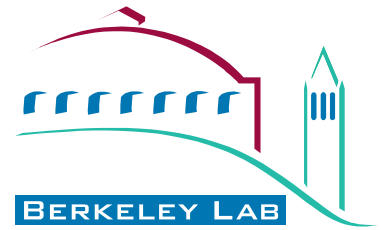
How do I Managing Requisitions in ePro?

Step 5:   Approval Status

The approval status panel shows the current status of your requisition. It will show you who the requisition is assign to for approval and if there is any comments from the approver whether it was approved or denied.
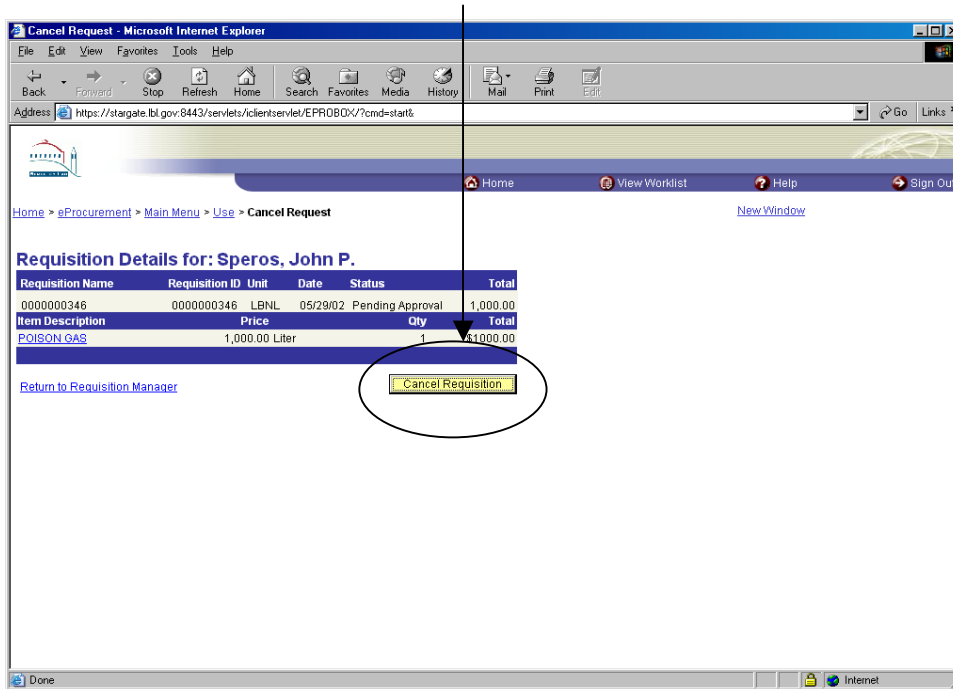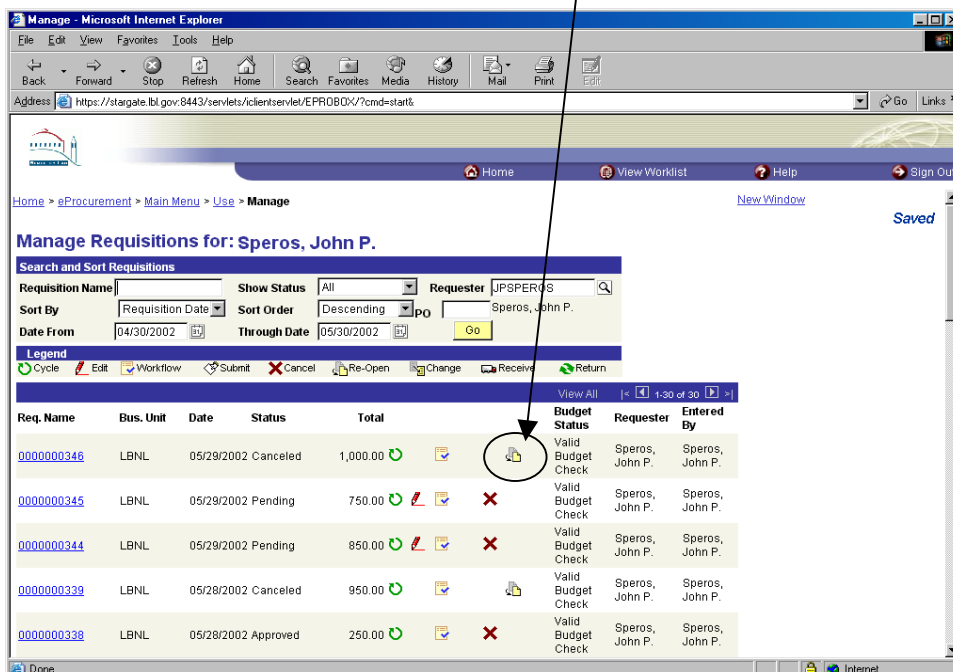
How do I Managing Requisitions in ePro?
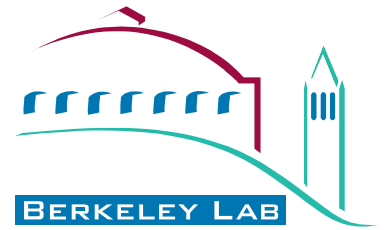
Step 6: Requisition Cancellation

Should you require canceling a requisition, click on the Cancel icon on the panel to access the Requisition Detail panel. Click on the "**Cancel Requisition**" button.

The Manage Requisition panel will show that this requisition has been cancelled. Should you require Re-opening the requisition click on the "Re-Open" icon.

From this panel clicking the "**Re-Open Requisition**" button will re-activate the requisition.